

Procedure Name:

Comprehensive Development Plan Review and Approval

Procedure #:

Revision #: 1

Implementation Date: Last Review/Update Date:

Approval:

Procedure Owner: Development Review

Coordinator

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1. Purpose

Process and review comprehensive development plans to determine compliance with local and state regulations in the areas of zoning, building codes, erosion and sediment control, fire protection, traffic design, water and sewer design, storm drainage, and stormwater management.

2. Scope

- Construction of a commercial or industrial building or addition which requires development of the site.
- Construction of a site for a future building or building addition.
- Construction of a fill or borrow site involving mass earthwork which disturbs over 2500 square feet.
- Construction of more than one single family residence where disturbance occurs across multiple lots at the same time.

3. Permit Types/Subtypes

- E&S Grading Only
 - o Scope of Work to include:
 - o Grading and storm drainage only, over 2500 SF and less than 10,000 SF disturbed area.
- VSMP
 - Scope of Work to include:
 - Site development, grading, storm drainage, stormwater management, disturbed area over 10,000 SF.

4. Prerequisites

- Concept Plan (Optional but encouraged)
- Pre-application review and meeting with the Development Review Coordinator and other reviewers. (Optional but encouraged)
- 5. Initialized from: Parcel
- 6. Submittal Requirements:
 - Comprehensive Development Plan Application and Fee
 - Site plans
 - Stormwater / E&SC Calculations, if applicable
 - SWPPP, if applicable
 - Architectural renderings / elevations , if applicable
 - Elevation certificate, if applicable
 - Western Virginia Water Authority forms / information, if applicable
 - VRRM spreadsheet (if applicable)

7. Required Reviews:

- Site Development
- Economic Development
- Stormwater Division



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Coordinator

Building Inspections

• Solid Waste Management

- Western Virginia Water Authority
- Fire/Emergency Services
- Zoning
- Streets/Traffic

8. Responsibilities

- Permit Technician Application processing, fees, route package to Development Review Coordinator
- Development Review Coordinator Pre-application review, Application review, route to reviewers
- Development Review Engineer Review plans and calculations, create and send comment letters, manage review process, and conduct pre-construction conference with contractor, RLD, development inspector
- Zoning Administrator Zoning review
- Building Code Official Building code review
- Western Virginia Water Authority Water and sewer review
- Traffic Engineering Traffic review
- Solid Waste Management- Solid waste review
- Economic Development Economic development review
- Fire Department Fire/Emergency services review
- Stormwater Division Storm drainage, floodplain / floodway review
- Environmental Department Environmental review

9. Procedure

See flowchart below.

References

Virginia Dept. of Environmental Quality	http://www.deq.virginia.gov/Programs/Water/StormwaterManagement.aspx
City Code- 11.7 Erosion and Sediment Control	https://library.municode.com/va/roanoke/codes/code_of_ordinances ?nodeId=COCI_CH11.7ERSECO
City Code- 11.6 Stormwater Management	https://library.municode.com/va/roanoke/codes/code_of_ordinances?nodeId =COCI_CH11.6STMA
Stormwater Ordinance - City Design Manual	http://www.roanokeva.gov/1065/Stormwater-Ordinance
City Code- 36.2 Zoning Ordinance	https://www.municode.com/library/va/roanoke/codes/code_of_ordinances?nodeId=CORO1979_CH36.2ZO
City Code- 31.1 Subdivisions	https://library.municode.com/va/roanoke/codes/code_of_ordinances?nodeId =COCI_CH31.1SU
City Website - Development Forms & Applications	http://www.roanokeva.gov/1053/Applications-Forms
City Street Design Guidelines	http://roanokeva.gov/1300/street-design-guidelines



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11. Definitions

• SF - Square Feet

- SWM Stormwater management
- SWPPP Stormwater Pollution Prevention Plan
- E&SC Erosion and sediment control
- CO Certificate of Occupancy
- DEQ Department of Environmental Quality
- VDOT Virginia Department of Transportation
- DRC Development Review Coordinator
- DRE Development Review Engineer

12. Time Limits

Review time is 12 business days per review cycle

13. Related Procedures

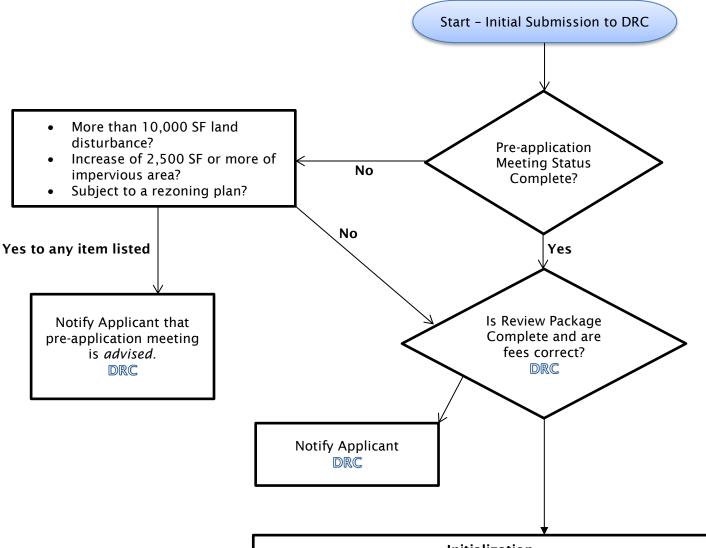
- Subdivision Review
- Board of Zoning Appeals Special Exception
- Building Review
- Certificate of Occupancy
- Bluebeam business process
- General Review Practices, Conditions, Comments and Stamping

14. Resources/Critical Decision Making

Identify critical decision making criteria (i.e., empower staff to make appropriate decisions and identify the follow up resources for out of the ordinary items).

15. Revisions

Date	Description of Revision
03/28/2019	Updates incorporating multiple reviewers marking documents in bluebeam using "open in revu" tool, removing "requirement" for pre-application meetings, and new chronology items.



Initialization

- Object to Initialize: **Parcels** for site development, **Street Section(s)** for linear development (unless linear development is located solely on a parcel)
- Description: Name of development
- Details: Size of building, etc.
- Contacts: Add individual contacts. Check AEC Trak for existing contacts. If owner is a company name, add a contact name with email to Other Info.
- Enter disturbed/graded and developed areas in Custom Screen, Information
- Fees Calculated off of areas entered in custom screen
- · Sign off on Application Review
- Add electronic files from disc / flash drive or from designated City network drive folder. Documents should remain as separate files.
- Chronology: Add Initial Submission action to Development Review Bucket, leave completed date blank.
- Link the Pre-Application record as "parent project"

Permit Technician



- Sign off on Completeness- CP/SSP Review
- Add review to Lotus Notes review calendar
- · Add additional reviews as needed
- Verify file naming, ensure files are viewable on etrakit.
- Assign Development review to Development Review Bucket. Once DRC selects a DRE, DRC to change Development Review to individual reviewer as well as update Project Manager.

DRC

- Technical reviews by individual reviewers
- Review pre-application notes
- Complete site visit, take photos, transfer images to L drive project folder, subfolder "Photos".
- Check for late reviews and send reminders if getting close to 12 day deadline
- Plan Review Comments are printed to pdf from trakit, named "CPXX-XXXX 1st Review.pdf", saved to L drive project folder under Review 1 subfolder. Review document and ensure there are no errors.
- All marked documents should be appended to the comments with a marked comment summary at the end of the pdf. Upload the single review pdf document to trakit and make viewable on etrakit.
- Send email notification of completed review to applicant with instructions if necessary.
- Add applicant/engineer to AEC Trak if necessary and send email with link to etrakit, and temporary password. Ensure contact is the correct AEC account, and not just manually entered information.
- Update Chronology item "Initial Submission" with Completed Date and add note on who was notified review complete status by email
- If plans are acceptable enough to accept building plans, add chronology item to self "Substantially Complete / OK for Bldg Plans." Input completed date so it does not appear on Workspace
- Update Lotus Notes review calendar with "Out"

DRE

End - Initial Submission

 All comments regarding agreements, guarantee, estimate, nutrient credits, and items for Land Disturbance permit issuance to Bonds and Agreements Review item.

Yes

Start - Resubmission Applicant uploads resubmission sheet, comment response letter. plans, and other documents through eTrakit Applicant Ensure needed documents have been submitted and named properly Add Resubmission chronology action item assigned to self with description of contents, leave completed date blank Add appropriate reviews to Trakit Add review to Lotus Notes review calendar Check for any changes that may affect fees DRE Technical reviews by individual reviewers, send review reminders as needed Are plans in compliance?

- DRE prints to pdf the Plan Review Comments with updated Bonds and Agreements review including approved surety amount and other remaining items needed for plan approval.
- Save comments as "CPXX-XXXX 2nd Review.pdf" to L drive project folder under Review 2 subfolder, attach to trakit and make viewable on etrakit.
- Attach stamped approved surety estimate to trakit. Add total amount to custom screen "valuations" in trakit and change "E and S or ROW Cost Estimate" review to approved with
- Notify applicant and owner by email the completed status of the review and availability of review document on etrakit
- Add completed date to resubmission chronology action item / provide notes, update Lotus Notes review calendar to PIC
- Add chronology item "Plans in Compliance" and add completed date
- Save all documents, plans, calculations, SWPPP, in compliance to L drive project folder, subfolder "Docs in Compliance"

DRE

Start - Paperwork Resubmissions

- Add Resubmission chronology item to self each time paperwork comes in for review, without completed date until review is complete and applicant is notified
 - Review nutrient credit purchase affidavit, stormwater maint. agreement, and/or forest conservation easement, surety/bond, and/or development agreement.
 - Route copy of forest easement, 11x17 plans, stormwater maintenance agreement to City Attorney for review. Once approved, notify applicant they are ready to be recorded with Clerk of Circuit Court
 - Update all applicable trakit custom screen tabs with information on items above (nutrient credits, surety information)
 - Ensure all documents are scanned and placed in trakit and original agreements, bonds, letters of credit, and cash surety receipts are placed in 3 rings binder with DRC

DRE

 Applicant records Stormwater Maintenance Agreement (SMA) and/or Forest / Open Space Conservation Easement (FCE) and returns to DRE.

No

DRE processes review similar

to initial submission process

and emails review completion

notice to applicant

• Update status of Bonds and Agreements Review to approved

Applicant/DRE

- Scan SMA/FCE documents, upload to Trakit as attachments in the CP, route originals to [Karl Kleinhenz]
- Copy documents to be stamped approved from subfolder "Docs in Compliance" to subfolder "Approved Docs".
- Stamp, flatten, and sign approved documents: plans, calculations, SWPPP
 - Send email to zoning admin. and planning admin. requesting approval signatures of comp. plan, include location of plan on L drive.
- Once plans are signed, change status of project to Approved and enter chronology item Plan Approved
- Send approval email to applicant and owner (this step will go away once we setup auto approval email)
- Upload all approved documents to Trakit. Do not make the Final Approved documents viewable to eTrakit until Land Disturbance permit is issued

DRE

Prior to Land Disturbance
Permit Issuance

Land Disturbance Permit Issued

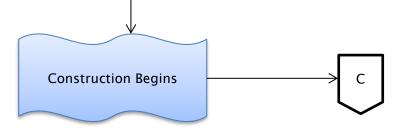
Permit Technician

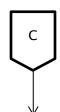
- Verify RLD status in DEQ CATS system.
- If applicable, DRC enters CGP registration statement into state system. LD permit cannot be issued until notice of coverage letter from DEQ is issued. DRC will enter chronology item DEQ General Permit Issued.
- If not already in AEC Trak, setup general contractor (GC) on the system. Send the GC an email with a link to etrakit with a note about access to the plans on the LD permit being granted once the permit is issued after the preconstruction conference.
- Setup Room 181 for pre-con and send invites. Plans can be viewed during the meeting directly through Trakit.
 - Ensure transportation (David Bess & Dan Durham for all projects needing work in the ROW), WVWA, zoning, buildings, fire/ems, planning admin., stormwater are invited as needed.
- Review LD Application and sign
- Enter Preconstruction Meeting Held chronology item

DRE

- Make approved documents viewable on eTrakit in project (CP/SSP)
- Copy over approved documents to LD permit, make viewable on eTrakit
- Sign off on Review in linked Building Permit assigned to Development Engineer
- Copy over approved development plan to Building Permit

DRE





Field Revision Reviews

- Items required: each sheet affected shall be full size with changes clouded and revision number in triangle next to clouds, and updated cover sheet with field revisions listed. Sheets need to be sealed and signed by original designer with current date. New cover sheet needs field revision number, date, brief description of changes, and listing of sheet numbers affected. Each sheet affected must list field revision number, date, and brief description as well. Ensure a Resubmission chronology action is entered and assigned to project manager. Add reviews as needed.
- When field revision is reviewed and approvable, open the CPXX-XXXX Approved Plan.pdf file in Adobe Acrobat. Click File, Save As, More Options, Postscript. Place file in project folder on L drive. Use Bluebeam to open "all files" file type, select the *.ps file. Leave settings alone unless higher dpi desired, new file name to be CPXX-XXXX As Approved Plan month.date.year.pdf. Delete and insert updated sheets.
- Stamp, flatten, save (overwrite existing), upload to trakit (viewable) for CP and LD.
 For subsequent field revisions, replace document on trakit with the newest approved set.
- Send out notification to applicant, contractor, and inspector. Add completed date and note to resubmission chronology item and sign off on review.

Consider using "Overlay" in bluebeam to compare approved sheets with revised sheets



- Review storm water BMP and storm drainage As-Builts (AutoCAD) and signed BMP Certification form, stamp As-Built approved with "Comp Plan As Builts" stamp, attach to Trakit
- Add Chronology action Update GIS to [?]
- Add Chronology action Add BMP to inspection schedule to [Karl K.]
- Copy cad file to L drive folder "Storm As Builts for GIS" (until we start getting these into GIS)
- Add forest conservation easement as condition to parcel in trakit, have FCE added to GIS?
- Once BMP's created in trakit, ensure all information is in trakit (drainage areas, etc) (How to know when they've been created?)
- Final site inspection
- Close Land Disturbance Permit
- Close Project (CP, CLD, SSP)
- Close/refund project guarantee

DRC / Development Inspector

FINISH